

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Department of Crime Control and Public Safety **Division:** State Highway Patrol

Budget Code: 24960 **Center Title:** Admin Training **Center Number:** 2610-961

***** Position Information *****

Proposed Classification: Office Assistant IV. This position will be responsible for providing administrative support to the State Highway Patrol's Performance Management/ Promotion Unit.

Proposed Salary Grade: 59

Salary Range: \$22,426 - \$32,689 **Proposed Effective Date:** 03/01/06

Number of Positions: 1

	<u>Center Authorized Budget</u>	<u>Current Request</u>
Total Budget	\$ 22,786,982	\$ 41,167
(Projected 06-07 Federal FY)		
Receipts	\$ 22,786,982	\$41,167
(Projected 06-07 Federal FY)		
Appropriation	\$ 0	\$ 0

Funding Source(s): This position will be funded utilizing Salary Reserve Funds generated from receipt-supported positions.

Justification for Position (including description of duties and responsibilities):

The Patrol's Performance Management/ Promotion Unit (PMPU) was originally established to develop and manage an annual promotional process and performance management system for sworn (uniformed) employees of the State Highway Patrol. In 2005, the PMPU was tasked with additional responsibility of managing the Civilian Performance Appraisal System, which includes the continuous training of civilian and uniformed employees.

The complexity of the promotional process, along with the management of the performance appraisal processes for sworn and civilian employees, has increased the administrative duties within the PMPU. A permanent full-time position is needed to perform administrative duties, such as: maintaining files, typing and disseminating correspondences, answering the telephone and scheduling appointments. Additionally, the PMPU provides support and training to various sections within the State Highway Patrol and the Department of Crime Control and Public Safety. This responsibility requires the completion of statistical reports and the development of training manuals.

The PMPU is currently managed by two full-time employees, an Industrial Psychologist and a Program Administrator (Captain); however, since March of 2005, a temporary employee has been assigned to provide administrative support to the PMPU.

The creation of one (1) permanent full-time Office Assistant IV position will eliminate the long-term need for a temporary employee to provide administrative support. Most importantly, a permanent position will allow the Program Administrator and Industrial Psychologist to focus on the primary mission of the PMPU instead of performing administrative support functions.

The salary range for an Office Assistant IV (OSSOG Level 59) is: special minimum rate (SMR) \$24,166; midpoint \$28,428; and maximum \$32,689 (excluding fringes). We would like to establish this position at the maximum to allow advertisement using the full salary range. However, the actual budgeted salary of the position will be based on the selected applicant's work experience and education as compared to incumbent Office Assistants. For example, we advertise using the full salary range, interview applicants, make a selection and offer a salary based on the applicant's work experience and education as compared to incumbent Office Assistants. The actual budgeted salary will be between \$24,166 and \$32,689, and the applicant will be offered an equitable salary, when compared with incumbent employees.

If this position is established at the special minimum rate (SMR), we can only advertise and hire an applicant at the minimum rate, regardless of the applicant's work experience and education. An experienced applicant will not be paid for work experience and education as compared to incumbent employees with similar work experience and education. This would most likely create a salary inequity. Additionally, the applicant pool will be adversely impacted, as experienced applicants normally do not apply and accept employment at the minimum rate.

Statutory Reference for Request

Major W. J. Wilson, Jr.


Presentation to be made by

Administrative Services - Director

Title



Agency Head Signature


State Budget Officer Signature

SKS
2/14/06